AR-50-71; Rev. 76

50130-03 . 4273-42

APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE DEPARTMENT OF ARCHIVES AND HISTORY RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76—RM—1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

| | FOR AGENCY USE | 1. Agency Address | FOR RECORDS | MANAGEMENT USE |
|----------------------------------|---|---|--|--|
| Appli | cation Date | Georgia Ports Authority | Application Number | |
| | 1/23/85 | Administration Division | { | 78-248-A |
| Appli | cation Number | Personnel Department | Date Received | Date Completed |
| | 122 | Post Office Box 2406 Savannah, Georgia 31402 | JAN 3 0 1985 | JAN 3 0 1987 |
| 2. P | erson to Contact | Working Title | | Telephone Number |
| _ R | ay Smiley | Personnel Manager | (912) | 964-3966 |
| 3. A | ction Requested | | ruger en reger en | |
| a. | □ Establish Retention | Schedule, record will continue to accumulate. | | |
| b. | Dispose of present ac | ccumulation; no further accumulation anticipated. | | |
| Ç, | Amend Application | No. 78-248 Check One: ☐ Change; ☐ Superced | de; ☐ Void | tia — A - Transitation de la composition della |
| e. D Earli | etes of Series est Latest | 5. Records Series Title (followed by title used in office; if di | iferent) | |
| erica e interior | 78 To Date | Terminated Employee Personnel File (Eli | | <u></u> |
| 6. D | ivision and Office Function | What is the function of the Division and the Office in | which this record ser | ries is created? |
| Re in su gr Ad an | ecommends benefit of nterviews, service uggestion program, rievance hearings, dvises management r nd internal reports n changes to persor | changes. Directs internal relations program pins, performance awards, employee committee employee gifts, sports, parties and promotemployee and supervisor counselling and empregarding employee morale. Directs preparate and studies. Conducts affirmative action and policy and procedures. Prepares annual Reports to Director of Administration. | ms such as fie ee, newspaper, ional clothing ployee assista tion of require program. Adv | Id and exitnewsletters,Conductsnce program.ed federal, stateises management |
| 7. R | ecord Series Description | This file contains the following documents (include form nu Attach samples of the file. | mbers and titles, if a | iny): |
| D | ocuments relating to: | An individual's employment with Georgia R | orts Authorit | у. |
| Ir | ncluded are: | Application for employment, Summary card class, promotions and pay increases, with testing information, Personnel Action For Evaluation sheets, letters of reference, | hholding informums, Employee | mation, Performance |
| | | | | |
| | | | | |
| F | ile is arranged: | By section. Applications on top, personal letters of reference and insurance informations. | | |
| | lonthly Reference Rate | How often are records referred to which are: | المنظمية والموافقة على المنظمة المنظمة المنظمة والمنطقة المنظمة المنظمة المنظمة المنظمة المنظمة المنظمة المنظم | Section of the Control of Section 1995 of the Control of the Contr |
| 0 | ne to six months old $\frac{1}{1}$ | Seven to twelve months old $\frac{0}{r}$; Thirteen to r . Unless there is a reason to re | twenty-four month | ns old; |
| t۱ | wenty-five months and olde | ' Unless there is a reason to re | ference the fi | |
| | nnual Rate of Accumulation | | | le. |

(Over)

| YES NO 10. Questionnaire | (Place an "X" in the proper of | olumn) | والمسمينين فسلم |
|--|--|--|--|
| | cial copy of the series? | | · · · · · · · · · · · · · · · · · · · |
| X If not, where is | <u> </u> | | The same of the sa |
| × b. Does the series | contain confidential information | n requiring security handling? If yes, cite law or regulat | ion. |
| X c. Is this a vital re | | | |
| | s have historical or long term rese | earch value? | |
| | vo documents in the file make it scheduled separately? | necessary to keep the entire file for a long period, could | these |
| | - 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 | published? If yes, attach copy. | |
| g. Is the informat | tion contained in this series ever | analyzed and/or recorded in a summarized report? Information are entered on a Personnel | Listina |
| | | ce, or in another office or agency? | 21371191 |
| X If yes, where? | | | an anna ann an Aireann an Airean |
| i. Is this series (o | r a maior portion of it) regularly | microfilmed? | <u> </u> |
| 11. Retention Requirements | · · | tout? | |
| · | | | |
| a. State Law b. Statute of limitation | | d. Audit period e. Administrative need 5 | years. |
| c. Federal law | years. | f. Federal retention instructions | years. |
| | · | , . | |
| | | nistrative need. This schedule is only apple e Georgia Ports Authority but who are | |
| | | er a period of three years. Specifica | |
| | | <pre>due to disability, death, or retirement han outlined in Policy # 600-61-3, or v</pre> | |
| | | | |
| 12. Approved Disposition Instr | | nends that the file series be cut off at the end of each: | |
| | LX Calendar Year; L | Fiscal Year; Other | then, |
| ☑ Hold in the current file: | areamonth(s)1 | | \$ |
| | g area, hold 4 year(s) | | |
| | ds Center; holdyea | · · · · · · · · · · · · · · · · · · · | <u>-</u> |
| · · · · · · · · · · · · · · · · · · · | ves for permanent retention. | | - · · · · · |
| ☐ Other (Specify) | | · · | • |
| •• | | $\frac{1}{2}$ | |
| · : | و منا د در در در در است | | |
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| These instructions apply to | all prior and future accumulation | ons of the series. | |
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| Agency Head/Designee (Signa | ture) Date | Records Management Officer (Signature) | Date |
| 11/1/11 | 1/24/51 | (and Mosely) X hall | 1/24/50 |
| and the second | | | 17-70 |
| Recommendations in para- | | State Records Committee (Signature) | Date |
| graph 12 are approved. | State Auditor/Designee | WHATTHE - | 11-14-87 |
| (If disapproved, attach letter | | | 1.4 |
| of explanation.) | Secretary of State/Designee | Edward Welden | 1/8/87 |
| | Attorney General/Designee | | Max) |
| R-50-71; Rev. 76 | | Reverse Side | 4-40 |

Schedule # 122: Terminated Employee Personnel File (Eligible for Rehire)

Item # 11 (continued) terminated for reasons other than those outlined in Policy # 600-61-3 are eligible for rehire after three years. The purpose for retaining these records for five years is we need to know those employees terminated for reasons which would make them ineligible for rehire until after three years. Also, we feel that should an employee believe he had reason to file suit, the probability of that occurring after five years is limited.



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE DEPARTMENT OF ARCHIVES AND HISTORY RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76—RM—1 for instructions on completing this form. Forward signed original to pepartment of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

| Attention: Scheduling S | section. | | |
|------------------------------------|---|--|--|
| FOR AGENCY USE | 1. Agency Address | The state of the s | FOR RECORDS MANAGEMENT USE |
| Application Date | Georgia Ports Authority | in a second of the second | Application Number |
| | Administration Division, | rersonnel Dept. | 78-248 |
| | Post Office Box 2406 Savannah, Georgia 31402 | | Date Received Date Completed |
| 30 | Savannan, deorgia 31402 | | DCT 2 7 1978 DEC 1 5 1978 |
| 2. Person to Contact | tara and an angle angle angle and an angle and an angle and an angle and an and an angle and an and an angle a | Working Title | Telephone Number |
| John J. Powers | | Personnel Manager | · · · · · · · · · · · · · · · · · · · |
| 3. Action Requested | | : · ·: · ·: · · · · · · · | ************************************** |
| | Schedule; ^T record will continue to ac | | |
| | cumulation; no further accumulation | | |
| c. Z Amend Application | | ☐ Change; ☑ Superce | |
| 4. Dates of Series Earliest Latest | 5. Records Series Title (followed | by title used in office; if d | ifferent) |
| 1965 Date | Employee Personnel | Files | : |
| 6. Division and Office Function | What is the function of the | Division and the Office in | which this record series is created? |
| | recruitment, training, jo f personnel programs and | | assification, and formulation |
| | | | |
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| | 1 | | |
| | · | | |
| 7. Record Series Description | This file contains the following of Attach samples of the file. | · | |
| Documents relating to: | Records of employees o | t Georgia Ports Au | tnority |
| | | | • |
| Included are: | in classification, sale | ary, etc., leave d cident investigati up insurance infor arnishments, secur | |
| File is arranged: | Alphabetically by empl | | |
| 8. Monthly Reference Rate | How often are records referre | d to which are: | 0 |
| | | | to twenty-four months old; |
| Annual Data of Assumption | an of Remede not anniticah | 1e | Other (spacify) |
| Letter-size drawers | ; Legal-size drawers | ; Shelves | Other (specify) |
| | · . | 1 | |
| | and the second section of the second section is a second section of the second section of the second section is The second section of the second section is a second section of the second section of the second section is a second section of the section of the second section of the section | ere series er frank af somsteren proposition omsteren differen and series (Filteria) to the | |
| AR-50-71; Rev. 76 | . (1 | O 441) | |

| Recommendations in paragraph 12 are approved. (If disapproved, attach letter) I 10/24/17 (atal Manysod) Ma | a. Is this the offi | | (" in the proper co | aluma) * * * * | |
|--|--|--|-------------------------------|---|-----------------------------|
| If not, where is 12 | , la. Is this the offi | | | | |
| Does the series contain confidential information requiring security handling? If yes, cite law or regulation. | A I If not where | | | | · |
| X G. Is this a vital record? | | | landial information | | -1 |
| A d. Does this series have historical or long term research value? A d. Does this series have historical or long term research value? A when one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled spensately? A f. Is the information contained in this series were published? If yes, attach copy. I state information contained in this series were published? If yes, attach copy. I the state observed in this series in your office, or in another office or agency? I the state observed in portion in the Personnel Listing but not entirely. I is this series for a malor portion of it rebularly microfillimed? I is this series for a malor portion of it rebularly microfillimed? I is this series for a malor portion of it rebularly microfillimed? I is this series for a malor portion of it rebularly microfillimed? I is this series for a malor portion of it rebularly microfillimed? I is this series for a malor portion of it rebularly microfillimed? I is the information a malor portion of it rebularly microfillimed? I is the series to be kept: a. State Law | X Does the serie | s contain conno | ential information | requiring security handling? If yes, cite law or regulation | on. |
| a. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately? X | | record? | | | |
| When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be shoulded separative? | X d. Does this serie | es have historical | l or long term rese | arch value? | |
| Section Sect | l e. When one or t | two documents i | in the file make it | necessary to keep the entire file for a long period, sould a | these |
| g. Is the information contained in this series were analyzed and/or recorded in a summarized report? If ves, attach copy. If ves, attach copy. If ves, attach copy. If ves, where? In portion in the Personnel Listing but not entirely. I is there a duclication of this series in your office, or in another office or agency? If ves, where? In portion in the Personnel Listing but not entirely. I is this series for a malar portion and fire results in incredillime? I is this series or a malar portion at fire results in incredillime? I is this series or a malar portion and fire results in incredillime? I is this series or a malar portion and fire results in incredillime? I is this series or a malar portion and fire results in incredillime? I is this series or a malar portion and fire results in a computer or incredillime? I state Law years. I series a state Law years. I seed a resention instructions This agency recommends that the file series be cut off at the end of each: Claindar Year: Fiscal Year; (2) Other Withdraw from routine file upon termination, or for cause as retirement, place in management of the control of the series of the cut off at the end of each: I transfer to local holding area, hold | documents be | scheduled separ | rately? | | |
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| X X X X X X X X X X | X g. Is the informa | | | | |
| It was, where Z In portion in the Personnel Listing but not entirely. | h is there a duni | | | | |
| A I. Is this series for a majac portion of it regularly microfilined? | XIf ves. where? | In portion | in the Pers | onnel Listing but not entirely. | |
| 11. Retention Requirements a. State Law years. d. Audit period years. c. Federal law years. d. Administrative need years. f. Federal retention instructions Attach copy or excerpt of laws or regulations. Explain administrative need. 12. Approved Disposition Instructions This agency recommends that the file series be cut off at the end of each: Calendar Year; Fiscal Year; So Other | i. Is this series (c | or a ma <u>ior p</u> ortic | on of it) regularly | microfilmed? | |
| a. State Law years. d. Audit period years. b. Statute of limitation years. e. Administrative need 5 year. c. Federal law years. f. Federal retention instructions years. Attach copy or excerpt of laws or regulations. Explain administrative need. 12. Abdroved Disposition Instructions This agency recommends that the file series be cut off at the end of each: Withdraw from routine file upon termination, or for cause as retirement, place in finactive Delay to the commendation of for cause as retirement, place in finactive Transfer to local holding area, hold year(s); then end of each calendar year, ransfer to State Records Center; hold year(s); then end of each calendar year, Transfer to State Archives for permanent retention. Other Specify These instructions apply to all prior and future accumulations of the series. Agency Head/Designee Signature Date Records Management Officer Signature Date State Records Committee Signature Date State Records Committee Signature Date State Records Committee Signature Date State Auditor/Designee State Auditor/Designee State Auditor/Designee State Auditor/Designee Attorney General/Designee Auditor Audito | | | | | |
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| b. Statute of limitation | a. State Law | | vears. | d. Audit period | vears |
| Attach copy or excerpt of laws or regulations. Explain administrative need. 12. Approved Disposition Instructions This agency recommends that the file series be cut off at the end of each: Calendar Year; Fiscal year; SO Other Withdraw from routine file upon termination, or for cause as retirement, place in inactive file at the end of each: Transfer to local holding area, hold4year(s); then | b. Statute of limitation | | • | e. Administrative need 5 | years, |
| 12. Approved Disposition Instructions This agency recommends that the file series be cut off at the end of each: Calendar Year; Fiscal rear; @ Other | c. Federal law | | years. | | |
| 12. Approved Disposition instructions This agency recommends that the file series be cut off at the end of each: Calendar Year; Fiscal rear; 20 Other then, | · | | | , | |
| Withdraw from routine file upon termination, or for cause as retirement, place in inactive Hold in the current files area | Attach copy or excerpt of | laws or regulation | ons. Explain admir | nistrative need. | : |
| Withdraw from routine file upon termination, or for cause as retirement, place in inactive Hold in the current files area | | | | | |
| Withdraw from routine file upon termination, or for cause as retirement, place in inactive Hold in the current files area | | | | | |
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| Withdraw from routine file upon termination, or for cause as retirement, place in inactive. Hold in the current files area | | · | | | |
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| Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.) State Auditor/Designee State Records Committee (Signature) Date State Auditor/Designee Carrala Hart 12-11-7 Attorney General/Designee | ☐ Transfer to State Re∞ ☐ Destroy, ☐ Transfer to State Archi | ng area, hold <u> </u> | month(s) 4year(s); year | then end of each calendar years; then | tie at the |
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| ARTONIA II. PRIVITR | Transfer to State Recompositions apply to Agency Head/Designee (Signature Agency Head/Designee) Recommendations in paragraph 12 are approved. (If disapproved, attach letter) | so all prior and finature) State Audinesses Secretary of | | rear(s); then end of each calendar year(s); then end of each calendar year(s); then Records Management Officer (Signature) State Records Committee (Signature) Carrala Hard Carrala Hard | Date 10-25-71 Date 11-78 |